



**GY 2023 ACCOUNTING REPORT FOR THE NON-COMPETITIVE  
VIRGINIA LITTER PREVENTION AND RECYCLING GRANT**

**Report Grant Expenses:** July 1, 2022 through June 30, 2023

**Deadline for report:** August 1, 2023

**A. Primary Agency:** \_\_\_\_\_

**B. Localities Represented:** \_\_\_\_\_

**C. Grant Funds:**

1. GY 2023 DEQ Grant Award: \$ \_\_\_\_\_
2. Unspent Non-Competitive Funds from Previous Years: \$ \_\_\_\_\_
3. Unspent Competitive Funds from Previous Years: \$ \_\_\_\_\_
4. **Total DEQ Grant Funds:** \$ \_\_\_\_\_  
(C1+C2+C3)

**D. Grant Expenses:**

**Amount Spent**

1. Salary, Wages, and Fringe Benefits: \_\_\_\_\_ \$ \_\_\_\_\_
2. Essential Supplies: \_\_\_\_\_ \$ \_\_\_\_\_
3. Contractual Services: \_\_\_\_\_ \$ \_\_\_\_\_
4. Travel: \_\_\_\_\_ \$ \_\_\_\_\_
5. Other\*: \_\_\_\_\_ \$ \_\_\_\_\_

(May include up to \$100 for professional memberships)

\*Report EPS Campaign expenses under "Other" with a description

6. **Total Grant Fund Expenses:** \$ \_\_\_\_\_  
(Sum D1 through D5)

**E. Unspent Grant Funds:**

1. Total DEQ Funding (C4): \$ \_\_\_\_\_
2. Total Grant Fund Expenses (D6): \$ \_\_\_\_\_
3. **Unspent Grant Funds for GY 2023:** \$ \_\_\_\_\_  
(C4-D6)

**Note:** Only funds that have been awarded by DEQ are to be reported. The reported grant fund expenses on line D6 cannot exceed the total available grant funds reported on line C4.

**F. Certification:** By my signature below, I certify that the information provided on this form is accurate.

**Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Authorized Official:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*\*Authorized signature of the County Administrator, City Manager, Town Manager, locality Chief Financial Officer, or the Coordinating Agency's Executive Officer or Chief Financial Officer is required.*

Revised: April 2023

## INSTRUCTIONS

### LITTER PREVENTION & RECYCLING GRANT - ACCOUNTING REPORT

**A. PRIMARY AGENCY:**

1. If applying as a single locality, fill in your local government name.
2. If applying as a co-op, fill in your agency name.

**B. LOCALITIES REPRESENTED:**

1. Enter the localities represented as listed in the grant application.

**C. GRANT FUNDS:**

- C1 – Enter the current grant amount awarded by DEQ.  
C2 – Enter the unspent non-competitive grant funds from line D3 in the previous year's non-competitive grant accounting report.  
C3 – Enter the unspent competitive grant funds from the previous year's competitive grant accounting report.  
C4 – Sum up the amounts listed on lines C1, C2, and C3.

**D. GRANT EXPENSES:**

D1 - Salary, Wages, and Fringe Benefits: Money paid to support the litter and recycling program managers.

D2 - Essential Supplies: Includes items necessary to administer the litter prevention and recycling programs as well as premiums that help promote the program. Litter and recycling materials and supplies used solely in the litter prevention and recycling program that are deemed essential for educating the public about litter prevention and recycling. Grant funds cannot be used for non-essential items. Please refer to the DEQ Guidelines for further details.

D3 - Contractual Services: Includes contracts to groups, individuals or businesses to support the litter prevention and recycling program. Please refer to the DEQ Guidelines for further details.

D4 - Travel: Includes registration for litter prevention and recycling conferences and workshops including mileage, lodging and meals. All travel related expenditures are required to meet state guidelines. Refer to the state guidelines for reimbursable mileage rates for use of vehicles.

D5 - Other: Any other expenses associated with the litter and recycling program that are allowable in the DEQ Guidelines. This may include up to \$100 for professional memberships

D6 – Sum up the amounts listed on D1 through D5

**E. UNSPENT GRANT FUNDS:**

Determine if your locality will have any unspent grant funds at the end of the fiscal year:

- E1 – Enter amount from line C4  
E2 – Enter amount from line D6  
E3 – Subtract D6 from C4

Please note that the Grant Expenses (line D6) cannot exceed the Total Grant Funds (line C4).

**F. CERTIFICATION:**

The accounting report has to be signed by an authorized signatory. The authorized signatory can be the County Administrator, City Manager, Town Manager, or the Agency/Locality's Chief Executive Officer or Chief Financial Officer.

List the email address for the above official for any correspondence regarding the Accounting Report.

**DEQ CONTACT INFORMATION:**

Mail the signed completed form to the address below:

USPS:

Department of Environmental Quality  
Litter & Recycling Grants Program  
P.O. Box 1105  
Richmond, VA 23218

UPS/FEDEX:

Department of Environmental Quality  
Litter & Recycling Grants Program  
1111 East Main Street, Suite 1400  
Richmond, VA 23219

For assistance, please contact [va-landr@deq.virginia.gov](mailto:va-landr@deq.virginia.gov)